

# **ALIGNMENT**

Alignment workshops are a chance to check in about the team's progress and processes, and adjust or re-commit to the plan.

At an Alignment we...

**Review team collaboration  
and project details. Identify  
challenges and opportunities,  
and define future actions**



CHECK IN

# AGENDA

- 1. UPDATE FOUNDATION**  
Project timeline + Team poster
- 2. TIMELINE EXERCISE**  
Map events + My journey + Retrospective
- 3. PRIORITISE**  
Actions and responsibilities
- 4. FEEDBACK EXERCISE (OPTIONAL)**  
Improve and develop

# SESSION RULES



No distractions.



Listen actively, but without interruption. Let people know you're listening and offer validation.



Avoid interrupting or correcting each other. This is a step in building a space safe for sharing.



Be aware of the time for each activity.



Don't try to solve everything. Bring things up, but if there isn't time to cover something, put it in the parking lot.



Findings must be prioritized and result in actions.



# **1. UPDATE FOUNDATION**

Project timeline + Team poster

**5-30 MINS**

## PROJECT TIMELINE

### GROUP EXERCISE

**Review and update  
our Foundation  
poster**

### THINGS TO CONSIDER

Has anything changed since last time, and does it need updating?

Does anything need to be updated to remain clear and actionable?



# Update Project timeline



# Is my team template clear and current?

## THINGS TO CONSIDER

How is each team member working on individual development goals?

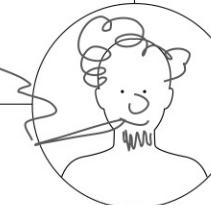
Do team members have new responsibilities or needs?

Do any goals need to be adjusted or updated?



# Update Team Template

TEAM TEMPLATE	
<p><b>My role &amp; project responsibilities</b></p> <p>What is the title of your role and what are your primary responsibilities?</p> <p><b>UX Lead</b></p> <ul style="list-style-type: none"><li>- Use appropriate research methods</li><li>- Track design process</li><li>- Facilitate workshops</li><li>- Align teams</li></ul> <p><b>My learning goals are:</b></p> <p>What do you hope to learn from this project?</p> <p><b>To learn more about front-end development</b></p> <p><b>And I will challenge myself by:</b></p> <p>What actions would you take to achieve it?</p> <p><b>Executing concepts on Framer</b></p>	<p><b>My name:</b> Anastasia</p> <p><b>My strengths</b></p> <p>What skills do you possess that can be helpful to the team?</p> <ul style="list-style-type: none"><li>- User testing and concept validation</li><li>- Making client presentations</li><li>- Good at networking</li></ul> <p><b>My needs</b></p> <p>Work environment, in terms of my role, personal/family etc.</p> <ul style="list-style-type: none"><li>- Separate individual time to work on Framer</li><li>- Clear weekly/daily updates</li><li>- No meetings before 9:00 and after 15:30 as I have leave to pick up my kid</li></ul>



## **2. TIMELINE EXERCISE**

Map events + do Start, Stop, Continue

**30 MINS**

# Sample Project Timeline



Project  
brief

Stakeholder workshop

Steering group  
presentation

User testing

Delivery phase 1



APR

MAY

JUNE

JUL

AUG



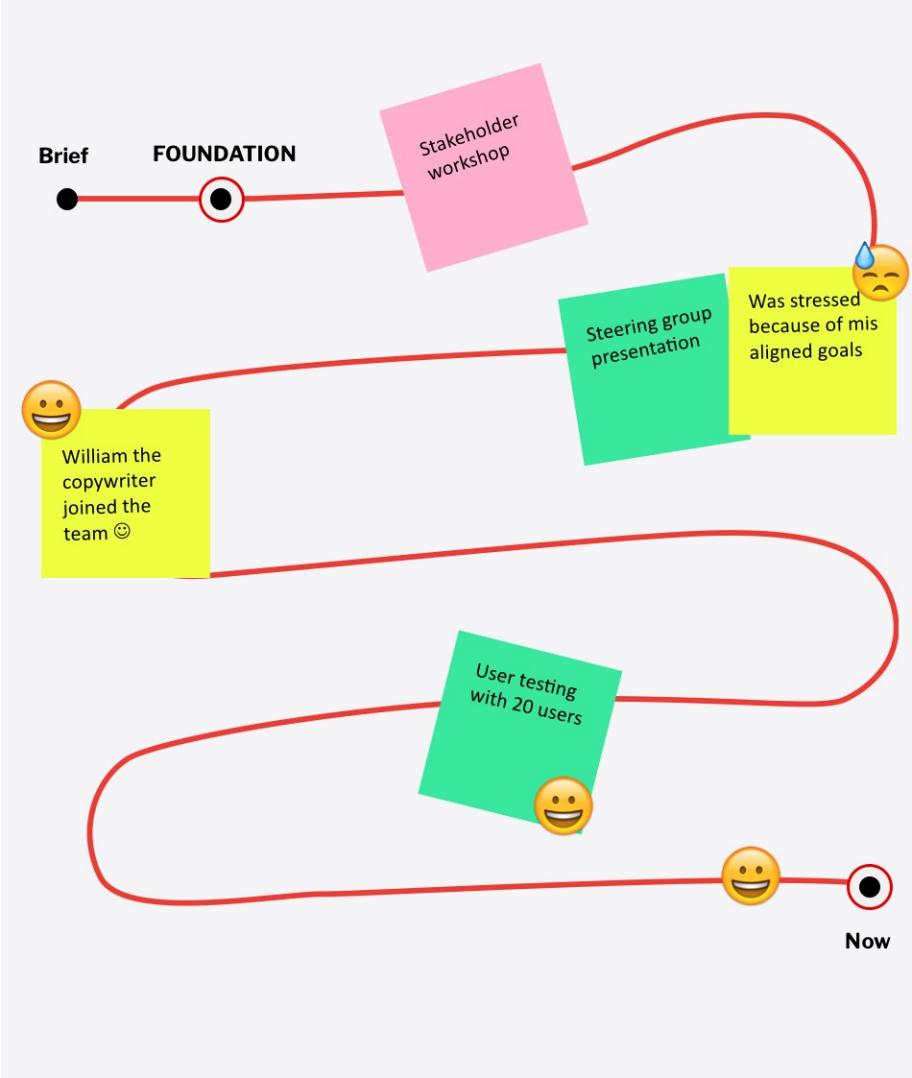
## MY JOURNEY IN THE GROUP

### GROUP EXERCISE

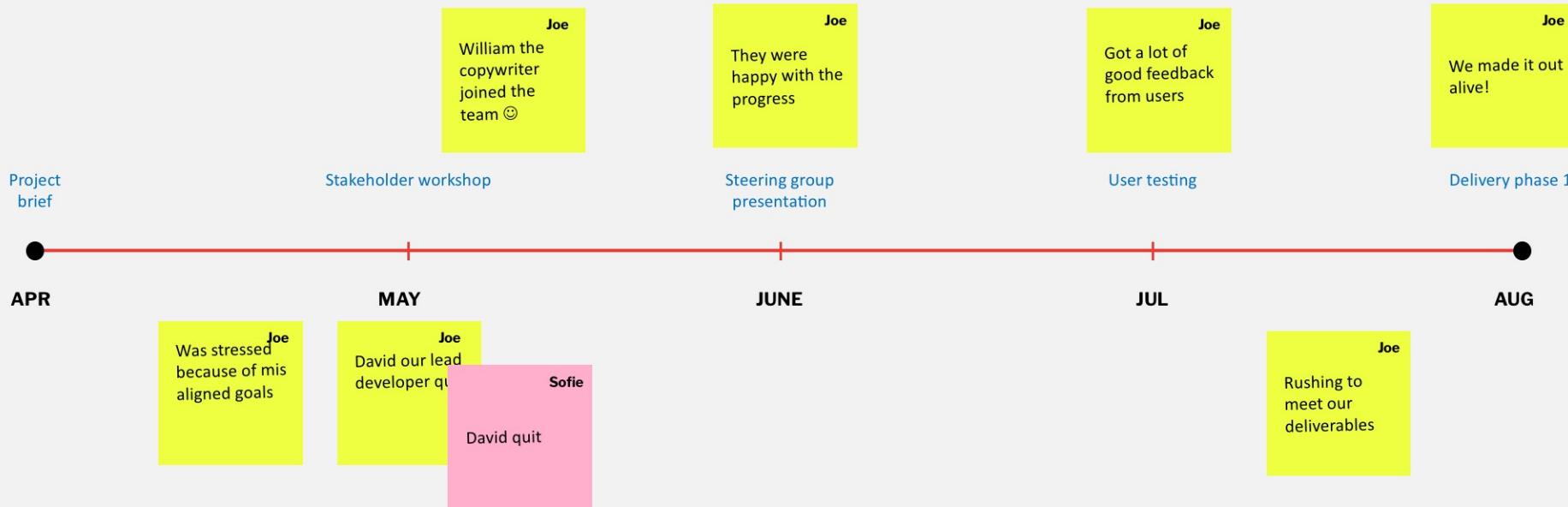
**Are there any events or milestones I want to share with the team?**



**What is my emotional curve?**



# Sample Journey



## RETROSPECTIVE

# Start, Stop, Continue

## EXAMPLES

We should stop arriving late at meetings

We should start having more alignment sessions

We should continue with weekly feedback



# Sample Start, Stop, Continue

START, STOP, CONTINUE	
<b>Start</b> Specific suggestions about how we could proceed from now on  <div style="background-color: #e67e22; color: white; padding: 10px; text-align: center;">More alignment sessions</div>	<b>Stop</b> What we should stop doing – that is harmful for collaboration or project  <div style="display: flex; justify-content: space-around;"><div style="background-color: #f0ad4e; color: white; padding: 10px; text-align: center;">Stop arriving late at meetings</div><div style="background-color: #f0ad4e; color: white; padding: 10px; text-align: center;">Have long unnecessary meetings</div></div>
	<b>Continue</b> What is working well and should be mentioned  <div style="display: flex; justify-content: space-around;"><div style="background-color: #f0ad4e; color: white; padding: 10px; text-align: center;">Feedback Fridays</div><div style="background-color: #f0ad4e; color: white; padding: 10px; text-align: center;">Close collaboration</div></div>

## **3. PRIORITISE**

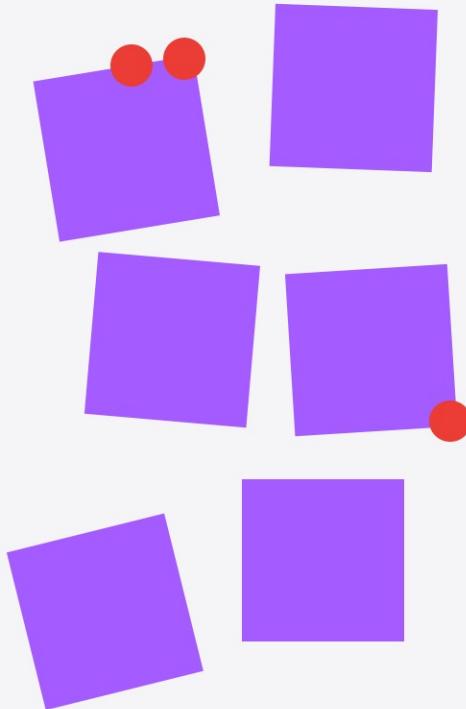
Actions and responsibilities

**15 MINS**

## ACTIONS AND RESPONSIBILITIES

GROUP EXERCISE

**Prioritise findings and  
translate them into  
actions**





## 4. FEEDBACK SESSION

Regular opportunities to strengthen relationships and build self-knowledge

30 MINS

**What can we tell each other that will help us improve individually and together?**



## Sample Feedback templates

### WISH & STAR

From, Daniel .....

**A star for something I liked with what you did**

How well and smoothly you facilitated the client  
meeting.

**A wish for something that you could improve**

Follow-up more clearly and frequently on  
everyone's actions/to-do's

### STRONGEST IMPRESSION

From, Daniel .....

**My current strongest impression of you upto this point is**

Your positive energy and passion for team  
collaboration

**Something I'm curious about is**

To hear more about your interest and previous  
experience in Robotics.

## Sample Feedback templates

### A CHALLENGE FOR NEXT STEP

From, Daniel

When you Presented to the large client team

it makes me feel Included & inspired when you gave lots of relevant examples & stories in a visual fun way

for next time I encourage you to Add a clear summary at the end

### LOVE BOMBING

From, Daniel

When you Take time to hear my opinion

it makes me feel Valued, respected and listened to

I'd like you to continue with Letting me know if you

need any input

## Sample Feedback templates

### TOUGH LOVE

From, Daniel .....

**When you** Made your points when I was trying to explain the problem I had during the meeting

**it made me feel** Interrupted and frustrated

**I need to feel** Listened and respected

**would you be willing to** Give me the time and space to give .. ?  
you the full picture first

# **ALL DONE !**

Don't forget to check out.

# CHECK OUT

Reflect on the session as a team

5 MINS

DARESAY